

PUSH FOR PAY

(OPERATOR-USER MANUAL)

Contents

INTRODUCTION 3

SPECIALITY PAYMENT PLATFORM 3

PUSH FOR PAY (OPERATOR-USER) ARCHITECTURE 3

USER GUIDE 4

i. LOG IN 4

ii. QR CODE FOR PAYMENT BY CUSTOMER: 4

iii. QR CODE SCANNING FOR PAYMENT BY CUSTOMER: 6

CHANGE HISTORY 8

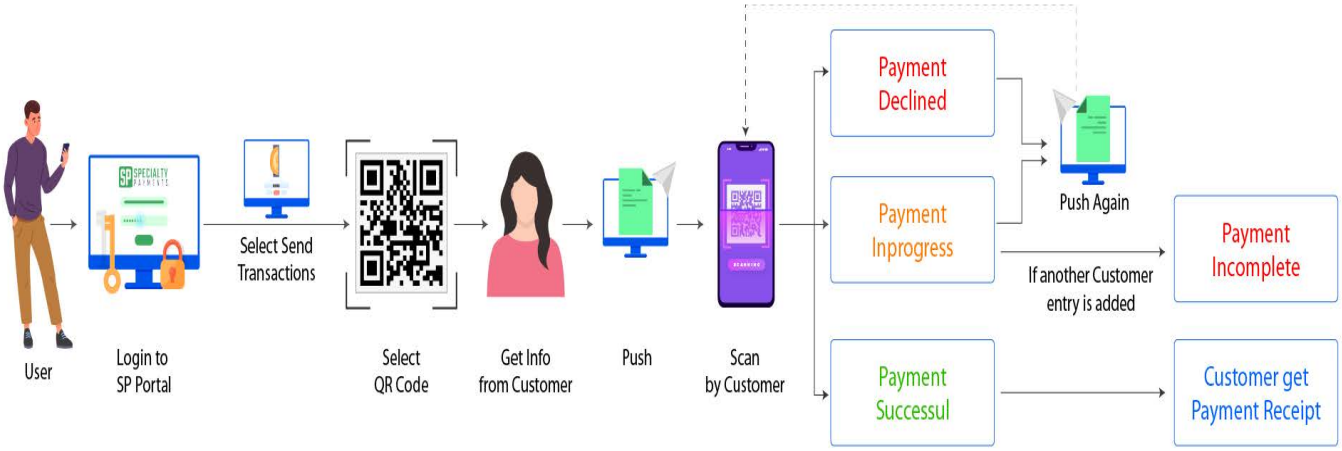
Introduction

This document is prepared as a guide for Merchants Operator to process the Push For Pay Feature of Specialty Payments Platform.

Specialty Payments Platform

Specialty Payments is Merchant Payment Processing Platform – which helps merchant to process their online transactions like Donation and retail payment. It has associated with various payment gateway companies to process transactions using iFrame/ Hosted Payment Control.

Push For Pay (Operator-User) Architecture



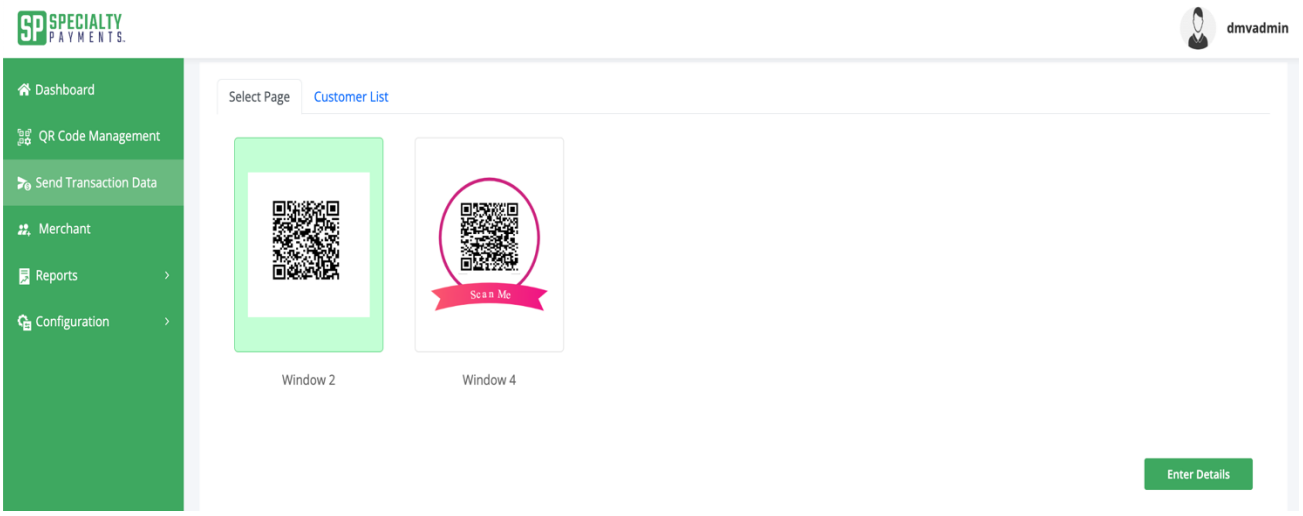
LOG IN

Steps for logging into Specialty Payments Admin Portal:

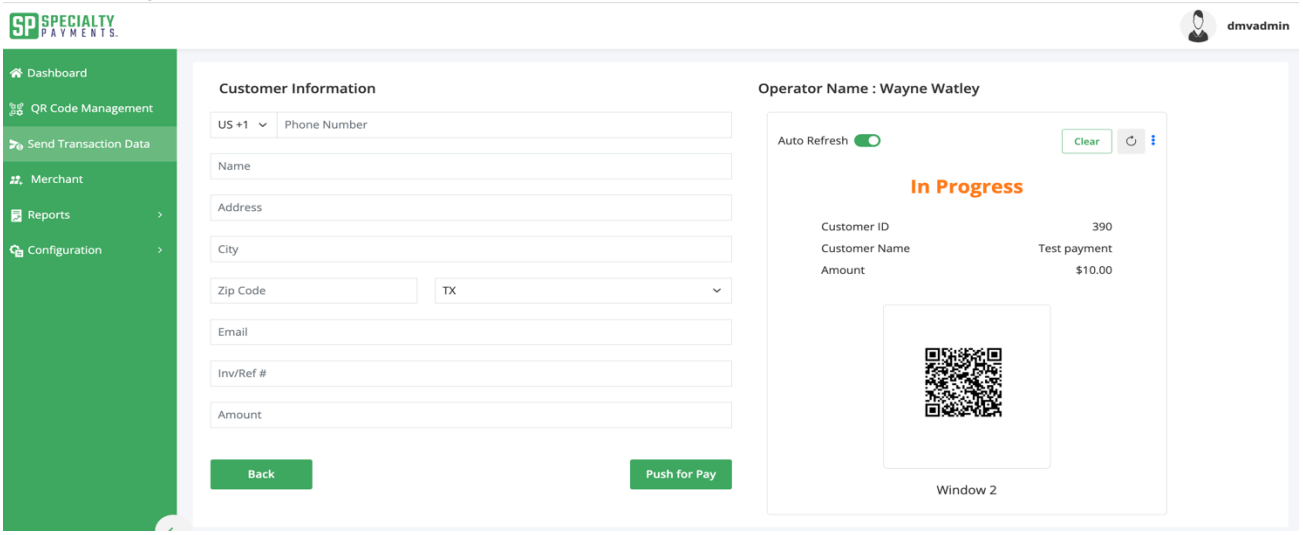
1. **Sandbox**
    a. Login: https://uatadmin.specialtypayments.com/login
    b. Username : Admin
    c. Password : Admin@123
2. **Production**
    a. Login: https://admin.specialtypayments.com/login
    b. Username :
    c. Password :

QR CODE FOR PAYMENT BY CUSTOMER:

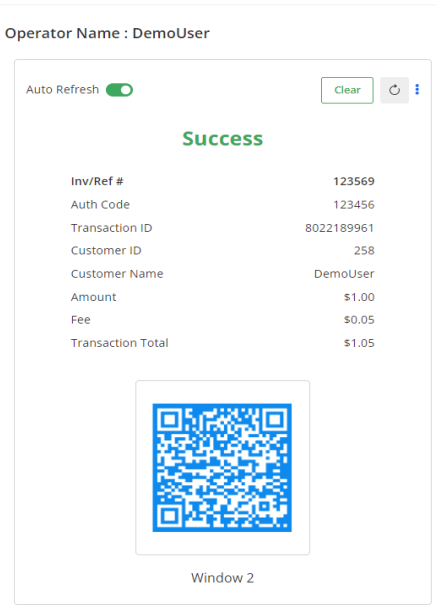
1. Select a "Send Transaction Data" menu option from a side bar menu of the page.
2. Select the QR code
3. click the "Ender Details" button.



4. Complete the following fields in the Customer Information section.
    a. Phone Number
    b. Name
    c. Address
    d. City
    e. Zip
    f. State
    g. Email
    h. Inv/Ref
    i. Amount (Required)
5. Click the Push for Pay button
6. After the customer has entered in their payment details the screen with change from In Progress to Success or Decline

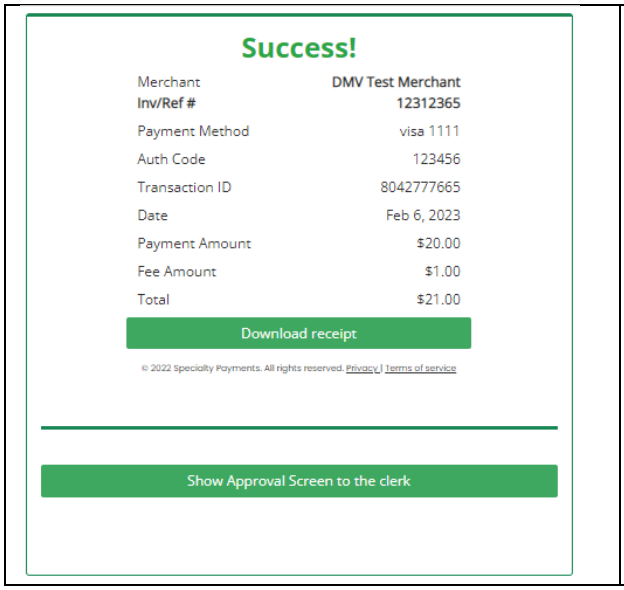


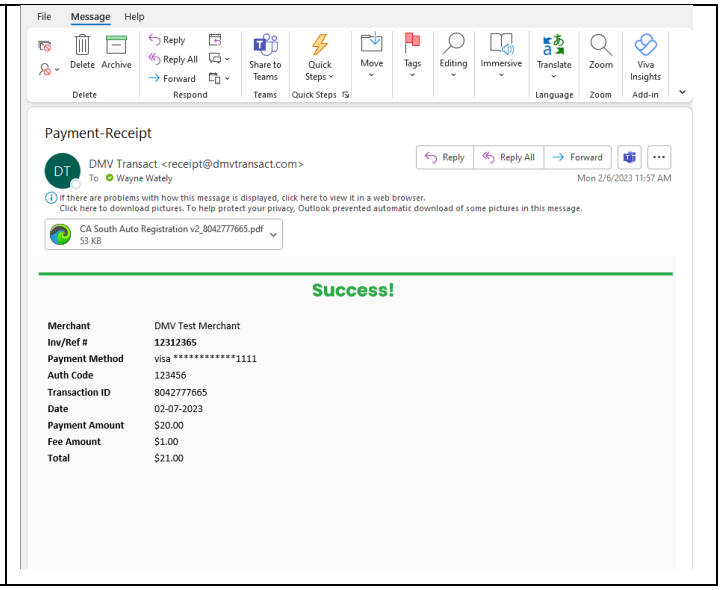
a.

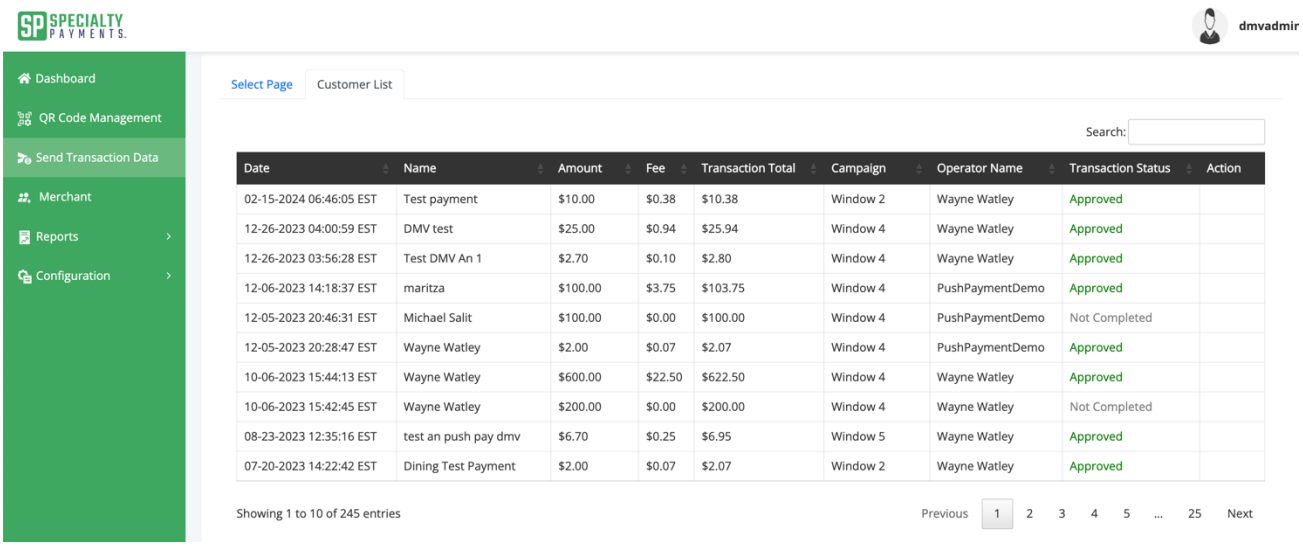


QR CODE SCANNING FOR PAYMENT BY CUSTOMER:

1. After the successful transaction Customer get a payment receipt.
2. If payment is declined the customer can retry or enter in a new card and submit the payment again.
3. If the customer is unable to scan the QR code the user can select the option to push and sms message to the customers phone.
    a. The customer clicks the URL in the sms message, enters the payment information and processes the payment.
4. Moreover, in case of payment in-progress is not completed when the user keys in new customers payment information and pushes the payment a pop up will be displayed prompting the users to proceed with the new payment clear the last save customers information. Wheh another customer entry is added then the status of the previous customer is added Not Completed in a Customer List table.






SPECIALTY PAYMENTS
dmvadmir
Dashboard
QR Code Management
Send Transaction Data
Merchant
Reports
Configuration
Select Page
Customer List
Search:
Date
Name
Amount
Fee
Transaction Total
Campaign
Operator Name
Transaction Status
Action
02-15-2024 06:46:05 EST
Test payment
$10.00
$0.38
$10.38
Window 2
Wayne Watley
Approved
12-26-2023 04:00:59 EST
DMV test
$25.00
$0.94
$25.94
Window 4
Wayne Watley
Approved
12-26-2023 03:56:28 EST
Test DMV An 1
$2.70
$0.10
$2.80
Window 4
Wayne Watley
Approved
12-06-2023 14:18:37 EST
maritza
$100.00
$3.75
$103.75
Window 4
PushPaymentDemo
Approved
12-05-2023 20:46:31 EST
Michael Salit
$100.00
$0.00
$100.00
Window 4
PushPaymentDemo
Not Completed
12-05-2023 20:28:47 EST
Wayne Watley
$2.00
$0.07
$2.07
Window 4
PushPaymentDemo
Approved
10-06-2023 15:44:13 EST
Wayne Watley
$600.00
$22.50
$622.50
Window 4
Wayne Watley
Approved
10-06-2023 15:42:45 EST
Wayne Watley
$200.00
$0.00
$200.00
Window 4
Wayne Watley
Not Completed
08-23-2023 12:35:16 EST
test an push pay dmv
$6.70
$0.25
$6.95
Window 5
Wayne Watley
Approved
07-20-2023 14:22:42 EST
Dining Test Payment
$2.00
$0.07
$2.07
Window 2
Wayne Watley
Approved
Showing 1 to 10 of 245 entries
Previous
1
2
3
4
5
...
25
Next

Change History

Version	Date	Prepared by	Reviewed by	Remarks
1.0	18/01/2024	Purva Umbarkar	Anjali Rana	Prepare New Document.